

UNITED STATES GOVERNMENT

ADMINISTRATIVE - INTERNAL USE ONLY

Memorandum

TO : CIA Records Administration Officer DATE: 5 May 1972
THRU : DDS Records Management Officer
FROM : Records Management Officer, Office of Logistics

SUBJECT: Destruction of Paper Copies after Microfilming

1. The Office of Logistics requests authority to destroy the following temporary records, described as the items indicated in Records Control Schedule Number 3400.02, since they have been converted to an acceptable microfilm copy:

Item # 5 -- Document Control Files
Item # 8A -- Domestic Cables
Item # 12 -- Dispatch Files

2. The Office of Logistics, Records & Services Branch, has micro-filmed these records. Agency recommended procedures for file preparation, filming, processing, and inspection were followed, and the film has been verified and found to be satisfactory. The silver film will be deposited in the Records Center, the diazo in cartridge retained in the office for reference purposes.

3. As part of standard office procedures, the Office of Logistics plans to destroy the temporary paper copies of these records; and requests that the Records Center destroy those jobs listed in the memorandum dated 12 April 1972 which had been recalled and filmed. Your approval for the disposal of these converted records is requested.

STATINTL

CONCUR:

APPROVE

ADMINISTRATIVE - INTERNAL USE ONLY

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Office of Logistics
1227 Ames Bldg.

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/M&S RMO
ATTN: Rita
710 Magazine

26 Mar

RD

Attached is a revised item on Records Control Schedule 3400.02 for Office of Logistics.

2. RAB/Pat

27 - 27 Mar 74

PW

This revision will eliminate microfilming 15 plus cubic feet of cables each year. **STATINTL**

3. Ch/ISAS/RAB
2E42 Hqs.

CM

been discussed with (OC2RMO) who states all cables will be available from Cable Sec. files if needed. **STATINTL**

4. a. RAB/Marty

4 b. RAB/Pat

5. OL/RMO
1227 Ames Bldg.

X 2461

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Please return 1
copy of approved schedule
to OK

1 - 3

and one copy to me
RD

2 to 3: for signature & date on original
2 to 4: for signature stamp and date on copies
to 4 b: for distribution.

SCHEDULE NO.

3400.02

STATINTL

RECORDS CONTROL SCHEDULE

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Logistics, Executive Office, Records and Services
Branch

TITLE

Director of Logistics

DATE

3/16/73

ITEM
NO.FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. Office Subject Correspondence Files

Files which document the activities of the Office of Logistics in support of Agency activities in accordance with the mission assigned in HR [REDACTED]. Files consist of correspondence signed by the Director of Logistics, surveys, charts, studies, and reports pertaining to logistical planning; requirements; procurement, distribution, and accountability of Agency equipment and supplies; transportation of equipment and supplies; real estate and construction; and other support services, including Agency mail and courier service, telephone service, and printing and reproduction. Used in policy and operating determinations and also in the general administration of the Office of Logistics. Filed according to Agency Subject File Manual.

Permanent. Disposal not authorized by this schedule. Cut off at the end of each calendar year; retain in current file area two years; then transfer to Records Center. Files are screened prior to retirement and temporary material concerning administrative and housekeeping functions such as personnel, training, travel, space and services, budget and fiscal matters, security and other similar subjects are destroyed.

2. Top Secret Document Files

Top Secret documents concerning logistical support activities of the Agency as reflected in Item No. 1. TS documents are filed centrally in the Office except as needed within the Divisions for working needs. Filed by Top Secret Number.

Temporary. Files are periodically reviewed to downgrade, destroy or retire. Pertinent disposal item to be applied to retained documents on an individual basis, or if material is integrated with files of a lower classification for purposes of continuity, clearance will be obtained from the Area TSCO and the Area Records Officer before retirement.

APPROVED:

3/30/73
Date

Records Administration Branch

STATINTL

STATINTL

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180012-2	DISPOSITION INSTRUCTIONS
3.	<p><u>Regulations Files</u></p> <p>a. Drafts, memoranda comments and other material pertinent to regulations of direct interest to the Office of Logistics. Filed by regulation number.</p> <p>b. Drafts, comments and memoranda regarding proposed regulations of other Agency components.</p>	<p>Permanent.</p> <p>No destruction authorized by this schedule. May be retired to Records Center when regulation rescinded, or when no longer required for frequent reference.</p> <p>Temporary. Destroy two years after publication or subsequent redraft.</p>
4.	<p><u>Top Secret Logs</u></p> <p>a. Copies of Form 1225 "Top Secret Control Record" recording all TS documents received or originated in the Office of Logistics. Form 1225 contains signatures for documents within the Office. Filed numerically.</p> <p>b. Copies of Form 1225 "Top Secret Control Record" filed by subject. Serves as cross reference to a. above.</p>	<p>No disposal authorized by this schedule. Records of documents which have been downgraded or destroyed may be segregated and retired to Records Center as no longer needed. (GRS 12 - Item 6.a.)</p> <p>Destroy if superseded by a change in procedure.</p>
5.	<p><u>Document Control Files</u></p> <p>Form No. 238 "Document Control Ticket" used as a log to record the receipt, routing, control and dispatch of incoming and outgoing correspondence and dispatches of the Office of Logistics. Cross referenced to filing point of documents.</p> <p>a. Record copy (No. 1 copy) remains with document until completed, dispatched or filed, then returned to Registry. Filed by source.</p> <p>b. Suspense copy (No. 2 copy) filed by source until replaced by No. 1 completed copy.</p>	<p>Temporary. Cut off at the end of each calendar year; retain in current file area two years. Microfilm, retain cartridge film in work area, retire silver film to Records Center, retain 10 years, then destroy.</p> <p>Temporary. Destroy upon receipt of No. 1 copy.</p>

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RECORDS CONTROL SCHEDULE		3400.02 STATINTL	
OFFICE, DIVISION, BRANCH		SIGNATURE	
Office of Logistics, Executive Office, Records and Services Branch		[REDACTED]	
		TITLE	DATE
		Director of Logistics	3/15/74
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
8	a. <u>Foreign Field Cables</u> Office record copy of all incoming and out-going foreign field cables relating to Logistics matters. Filed numerically by months.		Temporary. Maintain a one year level, destroy balance. (copies of these messages may be obtained from Cable Secretariat)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
STATINTL 6.	<p>c. Cross reference copy (No. 3 copy) filed numerically.</p> <p><u>Covert Postal Records</u></p> <p>a. <u>Transmittal manifests</u> used to record documents sent to and received from [REDACTED] supply depots through postal registered mail system. Filed chronologically.</p> <p>b. Post Office Dept. Form No. 3877 used as a log record for outgoing registered mail. Filed chronologically.</p> <p>c. Post Office Dept. Form No. 2811, return receipts for registered mail. Filed numerically.</p>		<p>Temporary. Cut off at the end of each calendar year; retain in current file area two years. Microfilm, retain cartridge film in work area, retire silver film to Records Center, retain 10 years, then destroy.</p> <p>Temporary. Retain a one-year level. Destroy balance. (GRS 12 - Item 6.a.)</p> <p>Temporary. Dispose after one year. (GRS 12 - Item 5.d.)</p> <p>Temporary. Dispose after one year. (GRS 12 - Item 5.e.)</p>
STATINTL 7.	<p><u>Imprest Fund</u></p> <p><i>Deleted and transferred to RCS No. 3400.03 as item 7 per 1 Aug 74 memo filed [REDACTED]</i></p>		<p>Temporary. Cut off at the end of each fiscal year. Retain two years, then destroy. (GRS 7 - Item 4.b.)</p>
STATINTL 8.	<p>a. <u>Foreign Field Cables</u></p> <p>Office record copies of all incoming and outgoing foreign field cables relating to logistical matters. Filed numerically by months.</p> <p><i>see [REDACTED] page for this [REDACTED] a separate [REDACTED] 25 May 74 [REDACTED]</i></p>		<p>Temporary. Cut off at the end of the calendar year, convert hard copy to microfilm, retain cartridge in work area, retire silver film to Records Center, retain 10 years, then destroy.</p>
STATINTL	<p>Office record copies of all incoming and outgoing [REDACTED] cables between the supply depots and Logistics Headquarters.</p>		<p>Temporary. Cut off at the end of the calendar year, convert hard copy to microfilm, retain cartridge in work area, retire silver film to Records Center, retain 10 years, then destroy.</p>

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180012-2	DISPOSITION INSTRUCTIONS
9. <u>Cable Logs</u> a. Log of incoming and outgoing foreign field cables, Form 763. Filed chronologically. b. Log of incoming and outgoing [REDACTED] cables, Form 763. Filed chronologically. c. Copies of Form 238 used as suspense, control and follow-up on "Action" cables. Filed numerically.		Temporary. Cut off at the end of the calendar year, convert hard copy to microfilm, retain cartridge in work area, retire silver film to Records Center, retain 10 years, then destroy. Temporary. Cut off at the end of the calendar year, convert hard copy to microfilm, retain cartridge in work area, retire silver film to Records Center, retain 10 years, then destroy. Temporary. Cut off at the end of the year; retain 1 year and destroy.
10. <u>Courier Mail Receipts</u> Copies of Form 240 and 240-A "Courier's Classified Mail Receipts" signed by couriers for the pickup of material for delivery to addressees. Filed chronologically.		Temporary. Destroy after six months.
11. <u>Pseudonym and Alias File</u> a. 3 x 5 Index cards showing pseudonyms and aliases officially assigned to OL personnel. Filed by code number and cross referenced alphabetically. b. Folder containing code number key by true name and correspondence regarding request for and purpose of aliases.		Temporary. Segregate cards upon cancellation of names: retain five years and destroy. Temporary. Destroy upon cancellation of names.

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ITEM NO.	FILES IDENTIFICATION	
12.	<u>Dispatch Files</u> Copies of all incoming dispatches and transmittal manifests and official record copies of outgoing dispatches for the Office of Logistics. Filed by dispatch symbol.	Temporary. Cut off at the end of each calendar year, convert hard copy to micro-film, retain cartridge in work area, retire silver film to Records Center, retain 10 years, then destroy.
13.	<u>Forms Files</u> Files containing copies of Requests for Approval of Forms, samples, memoranda and other material relating to forms of interest to OL. Filed by Form Number.	Temporary. Destroy previous orders when re-orders are processed or destroy when related form is discontinued or superseded. (GRS 16 - Item 9).
14.	<u>Records Disposal Records</u> Copies of Records Schedules and inventories, retirement requests, destruction certificates of records of the Office of Logistics. Filed chronologically and by division thereunder.	Temporary. Retain in current file area as long as needed for ready reference. May be retired to Records Center if volume and administrative need warrants; retain 5 years after retirement. Official record maintained by RAB.
15.	<u>Reference Material</u> Agency and Office regulatory issuances, publications, pamphlets and procedures used for reference and research.	Temporary. Destroy when superseded or no longer needed.

ITEM NO.	<div>Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180012-2</div>	DISPOSITION INSTRUCTIONS
16.	<div> <p>Addition to OL Schedule 3400.02</p> <p>ADMINISTRATIVE - INTERNAL USE ONLY</p> <p><u>Responsible Officer Files</u></p> <p>a. <u>Material Record Card</u> Form 1331, Material Record Card filed by item for all supplies and equipment charged to Property Account 6801.</p> <p>b. <u>Voucher Number Log</u> Log of Voucher Numbers assigned by the Responsible Officer.</p> <p>c. <u>Requisitions</u> Copies of requisitions and other material for equipment and supplies obtained through account 6801.</p> </div>	<div> <p>Temporary. Dispose of card 2 years after item disposed of or information transferred to new card. (GRS 3 Item 10b)</p> <p>Temporary. Cut off at end of Fiscal Year. Retain 6 months and destroy.</p> <p>Temporary. Cut off at end of Fiscal Year. Retain 6 months and destroy. (GRS 3 - Item 9b)</p> </div>

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OFFICE, DIVISION, BRANCH		SCHEDULE NO.
Office of Logistics, Executive Office, Budget and Fiscal Branch		3400.03
SIGNATURE		INTL
TITLE		Director of Logistics
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)
1.	<u>General Subject Files</u> Routine correspondence files pertaining to expenditure accounting and internal operation and administration. Filed by Agency subject system.	DISPOSITION INSTRUCTIONS Temporary. Cut off at end of Fiscal year; retain two years then destroy. 655-3
2.	<u>Detailed Allotment Account Records</u> a. Forms, vouchers, travel orders, memoranda, miscellaneous obligation records, purchase orders, requisitions or other documents used as obligating instruments and posted to vouchered and unvouchered allotment accounts of the Office of Logistics. Filed by allotment account. b. Posting Ledgers, control and balancing factor to a. above.	DISPOSITION INSTRUCTIONS Temporary. Cut off at end of Fiscal year; retain in current file area two years or until all financial action has been completed, then destroy. 655-4
3.	<u>IBM Tabulations</u> Status of PRA, Status of Allotments and property Authorizations (by allotment number), Expenditures by Sub-Object Class, Overtime Report (Vouchered Funds), Property Issues and Obligation Status Reports. Filed Chronologically.	DISPOSITION INSTRUCTIONS Temporary. Cut off at end of fiscal year; retain in current file area two years and destroy. 655-6
4.	<u>Budget Submissions</u> Working copy of final budget submission for Office of Logistics. Filed by Fiscal Year.	DISPOSITION INSTRUCTIONS Temporary. May be destroyed when no longer needed for working reference. 655-4